

PROCEDURE NO. 2002-025

Manager Approved: 

Date: May 23/02

TOPIC: SUBDIVISION AND DEVELOPMENT APPEAL BOARD HEARINGS

PROCEDURE:

At times when a subdivision or development application is appealed the following procedure shall be used to notify parties which could be affected.

1. Municipal Secretary shall consult with members of Subdivision and Development Appeal Board to determine what time would be satisfactory for them (or a majority of members) to meet bearing in mind the hearing must be held within 30 days of receipt of the appeal (MGA 686.2).
2. Municipal Secretary shall cause to have agenda packages prepared and delivered to:
 - i) Appellant;
 - ii) Applicant for Development (unless they are the appellant);
 - iii) Town of Redcliff Development Officer;
 - iv) Chairman of Municipal Planning Commission;
 - v) Chairman of Redcliff Planning Board;
 - vi) Members of the Subdivision and Development Appeal Board
 - vii) Municipal Manager (For Information Only)
3. Agenda Packages shall include the following:
 - i) Copy of original application and supporting material;
 - ii) Copy of application of appeal of decision;
 - iii) Copy of Municipal Planning Commission or Council Minutes where application was considered;
 - iv) Copy of list of residents or officials that have been notified of this hearing.
 - v) Copy of map showing location of proposed development.
4. Municipal Secretary shall cause to have sent a letter notifying of the Subdivision and Development Appeal Board Hearing to the adjacent landowners of the site where development is proposed as determined by Municipal Secretary.
5. Municipal Secretary shall cause to have sent notice of the decision within fifteen days of concluding the hearing to:
 - ii) Appellant;
 - ii) Applicant for Development (unless they are the appellant);
 - iii) Town of Redcliff Development Officer;
 - iv) Chairman of Municipal Planning Commission;
 - v) Chairman of Redcliff Planning Board;
 - vi) Members of the Subdivision and Development Appeal Board
 - vii) Municipal Manager (For Information Only)

How the room should be set up for SDAB meetings

SDAB Members

Recording
Secretary

Planning Consultant
Development Officer

Appellant

X
X
X
X
X

Chairs for Guests